

## SECTION 1-4: FACILITY ACQUISITION, PLANNING, AND DEVELOPMENT REPORTING REQUIREMENTS

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| 1-4-00 | Policy     |
| 10     | (Reserved) |
| 20     | (Reserved) |
| 30     | (Reserved) |

### 1-4-00 POLICY

The purpose of this section is to emphasize some of the reporting requirements applicable to HHS facilities management programs. This section is not all-inclusive.

#### A. DETERMINATION OF EFFECT ON HISTORIC PROPERTY

When a federal agency proposes an undertaking, i.e. new construction, the agency's OPDIV Federal Preservation Coordinator is required to make a determination of effect in accordance with 36CFR800. The OPDIV Federal Preservation Coordinator must consult the State Historic Preservation Officer or Tribal Historic Preservation Officer if the Department of the Interior has determined that a specific Tribe may assume the function of the SHPO. If there is an effect on historic property the OPDIV Federal Preservation Coordinator must follow the consultation process set forth in the National Historic Preservation Act, 16 USC 470 et seq. and its implementing regulations, etc. Refer to Chapter 3 for additional related information.

#### B. FEDERAL CAPITAL IMPROVEMENTS PROGRAM

The National Capital Planning Commission (NCPC) is a federal agency located in the Washington, D.C. metropolitan area. It is authorized to plan the orderly development of the federal establishment in the National Capital Region (NCR). One process the NCPC uses to help guide its planning is the annual preparation of what is referred to as the Federal Capital Improvements Program (FCIP). As required in Section 7(a) of the National Capital Planning Act of 1952, as amended, the Commission reviews federal public works projects for inclusion within a six-year FCIP. Once adopted by the Commission, the FCIP's recommendations are transmitted to the Office of Management and Budget (OMB) and other federal departments and agencies, as well as local and state jurisdictions. The FCIP helps coordinate future development activities in the NCR and assists OMB in making budgetary decisions about proposed capital projects in the Washington, D.C. area. The National Capital Region includes the District of Columbia; Prince George's and Montgomery Counties in Maryland; and Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia, including the cities and towns located within the geographic area bounded by these counties.

#### C. NATIONAL CAPITAL PLANNING COMMISSION REVIEW OF HHS PROJECTS

The National Capital Planning Act of 1952 requires each federal agency in the National Capital Region (NCR), prior to preparing construction plans for proposed development projects or land acquisitions which affect the plan and development of the National Capital, to consult with the National Capital Planning Commission. The Commission has determined that an approved Master Plan is a prerequisite for review of individual installation's project plans in the NCR. The HHS Board must approve the Master Plan before it is submitted to the Commission.

#### D. CONTRACT COMPLIANCE

FAR 22.804-2(c) requires Contracting Officers to give written notice to the U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) regional office within 10 working days of award of a construction contract that are subject to affirmative action requirements. The notification shall include the name, address, and telephone number of the contractor; employer identification number; dollar amount of the contract; estimated starting and completion dates of the contract; the contract number; and the geographical area in which the contract is to be performed. When requested by the OFCCP regional office, the Contracting Officer shall arrange a conference among contractor, contracting activity, and compliance personnel to discuss the contractor's compliance responsibilities.

#### E. FEDERAL PROCUREMENT DATA SYSTEM

HHSAR 304.602 requires HHS to implement a Federal Procurement Data System (FPDS). The Departmental Contracts Information System (DCIS) represents the Department's implementation of the FPDS. All departmental contracting activities are required to participate in the DCIS and follow the procedures stated in the Enhanced Departmental Contracts Information System Manual and amendments to it. The Head of the Contracting Activity (HCA) (not delegable) shall ensure that all required contract information is collected, submitted, and received into the DCIS on or before the 15th of each month for all appropriate contract and contract modifications awarded in the prior months.

#### F. CONGRESSIONAL NOTIFICATION

HHSAR 305.303 requires HHS to make a public announcement concerning contract actions as follows: Any contract, contract modification, or delivery order in the amount of \$3 million or more shall be reported by the Contracting Officer to the Office of the Deputy Assistant Secretary for Legislation (Congressional Liaison), Room 406G, Hubert H. Humphrey Building. Notification shall be accomplished by providing a copy of the contract or award document face page to the referenced office prior to the day of award, or in sufficient time to allow an announcement to be made by 5 p.m. Washington, DC time on the day of award.